

WHAT ARE THE ADVANTAGES OF PARTICIPATING IN THE STATE'S PURCHASING CARD?

- ♦ Lower Transaction Processing Costs
- ♦ Improve Cash Float
(Additional 30 Days)
- ♦ Rebate Based on Combined Spend of all Entities
- ♦ Reduction in Paperwork
- ♦ Faster Delivery of Goods
- ♦ Personalized Training and Customer Service from the State Program Administrators
- ♦ Detailed 2 Year History of Cardholder Purchases
- ♦ Newsletter

Currently Enrolled in Program

- ⇒ 76 State Government Agencies
- ⇒ 13 Colleges/Universities
(includes University System and CTS)
- ⇒ 50 School Districts
- ⇒ 11 Counties

As of October 1, 2015

PAYMENTNET

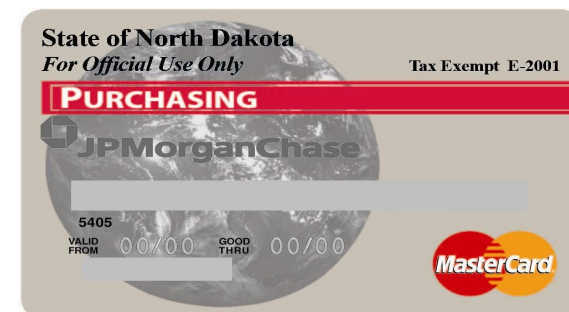
PaymentNet is J. P. Morgan Chase's internet-based purchasing card system. It is a secure website, which is hosted and maintained by J. P. Morgan Chase. Access to PaymentNet requires a secure password.

Card Administrators use PaymentNet to manage their P-Card Program. They can run/schedule reports, set card transaction limits, view/print statements, on-line real-time transaction administration, and much, much more.



If you would like to participate in the P-Card Program or have any questions, contact Renae Heller in OMB at 701-328-4936 or rrheller@nd.gov.

State Purchasing Card Program



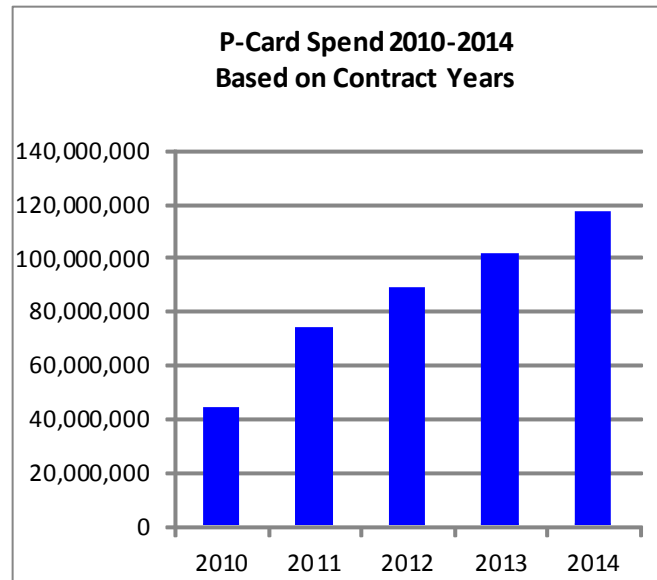
Office of Management & Budget
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Bismarck, ND 58505-0400

INTRODUCTION

The Purchasing Card (P-Card) is a MasterCard through J. P. Morgan Chase and is administered by the Office of Management & Budget. The P-Card Program simply saves time and money. It eliminates unnecessary paper work and costs associated with requisitions, purchase orders, invoices and checks. The P-Card can be used with any vendor that accepts MasterCard as a form of payment.

One of the advantages to enlisting in our program is the rebate you will receive for using the P-Card. Annually, the State receives a rebate based on the speed of pay to J. P. Morgan Chase and the combined total P-Card spend of all State agencies, Universities and Political Subdivisions. The rebate is prorated and distributed amongst the program participants each contract year (February—January). In 2013-2014, our total rebate was \$1,362,996 based on \$101.7 million of spend. In 2014-2015, our total rebate was \$1,877,699 based on \$117.1 million of spend. Are you receiving a rebate today?

The P-Card Program is a corporate liability program which means the State, University System or Political Subdivision is liable for charges made in accordance with policies and procedures by an authorized cardholder. There is no annual fee associated with the P-Card.



ENROLLMENT PROCESS

All Political Subdivisions are eligible to participate in the State's P-Card Program. The initial step to enroll in the program is to complete a participation agreement, W-9 and provide three years of financial records/audits.

Contact Renae Heller in OMB at 701-328-4936 or rrheller@nd.gov to start this process. OMB will then discuss the benefits of participating in the program along with the additional steps required to get started.

HOW THE PROGRAM WORKS

After the participating agreement and other necessary documents have been completed, J. P. Morgan Chase will create the accounts and issue the P-Cards to the card administrator. OMB requires each entity to designate at least one card administrator within their entity. The card administrator may not be a cardholder.

The program operates on a monthly billing cycle. The cycle starts on the 3rd of the month and ends on the 2nd of the following month unless the 2nd falls on the weekend or holiday. The day after the billing cycle ends, card administrators are able to view and print their entity statement. Individual cardholder statements are also available to view and print by cardholders and/or card administrators. The total amount due will be withdrawn from the entity's bank account by auto debit.